

**Department for Children and Families
Child Development Division**

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Agency of Human Services

<http://dcf.vermont.gov/cdd>

August 3, 2010

Dear Community Child Care Support Agency (CCCSA) Executive Directors,

I am writing to follow up on transition planning for the changes reflected in the CCCSA grants this year. As we discussed on the July 7 conference call (ably captured in the 07/07/10 notes taken and sent by Sadie Fischesser – thanks Sadie) CDD is committed to working closely with each of you to assure smooth transitions when: Specialized Child Care Services is integrated into Children's Integrated Services on November 1, 2010; and Eligibility Determination for the Child Care Financial Assistance Program (CC-FAP) becomes part of the DCF Economic Services Division modernization effort on February 1, 2011.

In recognition of the variation in how each of your agencies organizes the functions and staffing for CC-FAP Eligibility Determination and Specialized Child Care, and the current regional variations in the delivery of Children's Integrated Services (CIS), each agency will need to develop and communicate a clear transition plan that covers each of these major changes. Our mutual goal is to have a transition plan that works for each agency, provides for a smooth transition of responsibilities and mitigates all negative impact for children and families.

Transition Plans & Primary Contacts

As discussed on the conference call, CDD staff has put together a set of questions as guidance for the transition plan and discussion with each agency. The CDD team working to support your agencies in working through a smooth transition includes: Reeva Murphy; Kathleen Paterson; Carmen Mentasti; Heather Mattison; Anne Rada; Jan Walker; Carole Pomeroy; Danielle Howes; Karen Garbarino; David Baker; Laurie Smith and Ann McBee (ESD – Resource System Manager). We are meeting regularly internally to ensure a unified approach to supporting a smooth transition. We will be convening some ad hoc internal /external groups to discuss some of the nuts and bolts of the transition process. If you have knowledgeable staff people willing to meet a few times in Waterbury to work on either CC-FAP Eligibility Determination transition or Specialized CC Services transition (participation by conference call and e-mail is also OK), please send their names to Laurie Smith. Further details will follow for those groups.

The CDD team has identified a point person for each agency here at CDD so that you have one consistent person reaching out to you for information and clarification and can call or e-mail that person with your questions. These will be primary contacts at CDD for you and your staff in working through the transition process – please direct your communication through them. If there is specific staff in your agency leading this work, be sure your primary contact is in touch with them. Other wise we will assume that Executive Directors are the primary contact at each agency and will funnel information and requests through you.

CDD assignments to each CCCSA:

- Carmen Mentasti (802-241-3108, carmen.mentasti@ahs.state.vt.us)
- Lamoille Family Center



- Umbrella
- Family Center of Washington County
- Child Care Project
- Heather Mattison (802-282-9092, heather.mattison@ahs.state.vt.us)
- Sunrise Family Resource Center
- Child Care Resource
- Northwestern Counseling & Support Service
- Mary Johnson Children's Center)
- Anne Rada (802-241-4255, anne.rada@ahs.state.vt.us)
- VT Achievement Center
- Windham Child Care Association
- Springfield Area Parent Child Center
- North East Kingdom Community Action

Please send a detailed transition proposal that incorporates responses to ALL 7 of the following questions to your primary contact no later than Friday, August 13 (sooner is better – time flies...!) Please copy Laurie Smith when sending this information as she will provide back up here for channeling information and questions when CDD staff is out for any reason.

Transition Planning Questions

1. Who will be the designated lead person and primary contact for your agency (and at least one back-up) for CDD in managing a smooth transition of CC-FAP eligibility determination and specialized child care?
2. Describe your current staffing for each of the four CCCSA grant functions: CC-FAP Eligibility Determination, CC Referral Services, CC Resource Development and Specialized Child Care Services. Include the following details for each function:
 - Name of staff person who does this work (if this function is shared by multiple staff, tell us what percent of each person's time is dedicated to this function)
 - Staff credentials (certain functions have specific qualification requirements in the grant)
 - Staff schedule: Hours/week and days/week
 - Supervisor of staff person



- Other people who provide back-up for this function and how often (daily, weekly, monthly, quarterly)
- 3. Do you expect any staff vacancies for any of those staff assigned to either specialized child care and/or CC-FAP eligibility determination between now and February 1, 2011? If yes, who and when?
- 4. Describe your staffing plan for November 1 after the transition of Specialized CC Services to CIS. Specialized CC Services as a function will be fully integrated into CIS as one of the four CIS components as of November 2010. (see the note below on status of CIS regional planning and implementation*)
- 5. Describe your staffing plan for February 1 after the transition of CC FAP Eligibility Determination into DCF/ESD.
- 6. Describe a contingency plan for both anticipated and unanticipated staff vacancies that may occur between now and February 1, 2011. Who will cover the work and how will coverage affect current workload and responsibilities? How will you ensure capacity to fulfill all grant requirements and that staff covering each function meet the qualification requirements in the grant?
 - PLEASE NOTE: CDD will not be providing training around CC-FAP eligibility determination during this transition. We ask that agencies prioritize assigning experienced and qualified staff for this function during the transition.
 - CDD will continue to provide training for new or reassigned qualified staff assigned to CC Referral and Resource Development. Any new staff hired into or assigned to these functions must meet the minimum qualifications as specified for those functions in the grant requirements.
 - Criteria CDD will use for approving hiring or reassignment of agency staff for vacancies will include: experience in the CC-FAP or Specialized Child Care functions, educational qualifications, reasonable caseload size, and accurate, efficient case management as determined via case review by the CC-FAP grant monitor and Specialized CC Services grant manager.
- 7. Are you drawing down your grant funds based upon expenditures? If your staffing plan includes any reductions in staff prior to transition of Specialized CC Services in November or transition of CC FAP Eligibility Determination in February, will you be requesting less funds than your grant allocation? If not, what is your proposal for re-allocating un-used personnel funds?

* It is expected that CCCSAs are engaged in CIS integration planning in their regions and are aware of their region's status, progress and plans. Here's the most current info from CDD (more details available on CDD website)

For CIS Phase I implementation regions (Lamoille, Rutland, and Franklin-Grand Isle) Specialized CC Services will be fully integrated into the responsibilities of the CIS lead fiscal agency and Specialized CC Services funds for the period beyond November 1, 2011 and will be awarded to that agency (Lamoille Family Center, Rutland Area Visiting Nurses Association, and Northwestern Counseling & Support Services). If this is different than the current CCCSA, November will be funded at both agencies to support transition of services. Any subcontracts for CIS services in those regions after December 1, 2011 must be negotiated as part of the CIS integration pilot.

Addison (Addison County Parent Child Center), Brattleboro (Winston Prouty Center), and Bennington (Sunrise Family Center) also submitted strong applications for Phase I implementation which was limited to no more than three regions. The current CDD plan for CIS, which must get legislative approval, is to move these regions into full CIS integration as Phase II by March 2011. There are several other regions who may also be ready by that time. Since Specialized CC Services funds will be moved into the CIS lead agency for any Phase II regions by March, 2011 it makes the most sense to move those funds into the lead fiscal agency identified for Phase I and II CIS integration regions in November.





For any regions not moving toward full CIS integration prior to July 1, 2011, the default plan for granting funds that support Specialized CC Services after November 1 is to move Specialized CC funds into the fiscal agent for CIS Intake Coordination. If you are in one of those regions and your CIS Team agrees that full integration can be achieved while leaving the funds with the CCCSA, CDD will work with your region to amend your grant to that affect. Please let us know that now as part of the transition plan you propose.

Transition Planning Visits

We also agreed on the conference call that CDD staff would come out to agencies for a site visit to finalize individual transition plans. CDD needs to have a transition plan for each agency to review prior to the visit which is why we've set August 13 as a deadline for sending in the plans.

We expect that the Executive Director from each CCCSA will attend the meeting and that at least part of the meeting also includes the Executive Director for the agency serving as lead fiscal agent for CIS integration (Phase I & II regions) or CIS Intake Coordination. You may also invite any staff from your agency that you would like to attend. The CDD team will include me (whenever possible) or Kathleen Paterson who is my back-up, your assigned CDD contact person (Carmen, Heather or Anne) and Danielle Howes or Karen Garbarino from CIS.

During the transition planning site visit, we will discuss questions and concerns from all perspectives, work together to finalize a specific transition plan for your agency and region, and discuss contingency plans for unanticipated events.

Thank you so much in advance for your **August 13** response to the above questions. Please don't hesitate to contact your CDD lead person if you have questions.

Laurie will be in touch with you to schedule a site visit with each agency between August 23 and September 30.

Sincerely,

Reeva

Reeva Sullivan Murphy, Deputy Commissioner

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